










TIMELINE OF YOUR SCHOOL’S ASSESSMENT

TIME	YOUR SCHOOL	YOUR STUDENTS	NAEP STAFF
Fall 2000	<ul style="list-style-type: none"><li>Principal and NAEP representative set assessment day in period from January through March 2001.</li><li>Principal designates staff person as School Coordinator.</li><li> School may provide e-mail address to subscribe to "My School" for reminders, access to information about NAEP and assessments, and e-mail access to NAEP representative.</li><li> School has two options to provide student list. Option 1: School sends electronic file of current list of all students in selected grade by October 27. (See Initial Visit for Option 2.)</li></ul>		<ul style="list-style-type: none"><li>A NAEP representative discusses assessment with principal.</li><li>A mutually-agreed-upon assessment date is set.</li><li>Assessment date confirmation letters and NAEP reports are sent to schools.</li><li>Student sampling options are discussed.</li><li> If school's e-mail address is provided,<ul style="list-style-type: none"><li>School Coordinator can e-mail NAEP representative directly with questions.</li><li>E-mail is sent to school with link to first "My School" page, with details of assessment process, access to NAEP information, and chats.</li></ul></li></ul>
Mid-December 2000 Early January 2001			<ul style="list-style-type: none"><li>NAEP representative calls School Coordinator to confirm assessment day and to set a date for the initial visit.</li><li>Representative discusses all pre-assessment activities and answers questions.</li><li> If school's e-mail address is provided, "My School" e-mail reminder is sent about one week prior to the initial visit with summary of sampling activities.</li></ul>
Initial Visit (about 2 weeks before Assessment Day)	<ul style="list-style-type: none"><li>Option 2: School provides current list of all students in the selected grade, using their own computer-generated list or the Student Listing Form provided.</li><li>School Coordinator meets with NAEP representative, arranges for suitable assessment space, and distributes questionnaires and notices prepared by NAEP staff.</li><li>Appropriate school staff identify SD/LEP students and assess their inclusion in the assessment.</li></ul>		<ul style="list-style-type: none"><li>NAEP representative visits school and meets with School Coordinator.</li><li>NAEP representative provides school with list of students to be assessed.</li><li>NAEP representative prepares student appointment cards and teacher notifications.</li><li>NAEP representative prepares teacher, school, and SD/LEP questionnaires.</li><li>NAEP representative prepares parent letters if required by district or school.</li></ul>
Interim Period Between Initial Visit and Assessment Day	<ul style="list-style-type: none"><li> 4th and 8th grade teachers complete questionnaire (less than 30 minutes). Teachers may complete questionnaire online!</li><li> Principal/designated person completes school questionnaire (less than 30 minutes). Principal may complete it online!</li><li>School staff complete SD/LEP questionnaires (less than 10 minutes each).</li></ul>		<ul style="list-style-type: none"><li> If school's e-mail address is provided, "My School" e-mail reminder is sent about one week prior to assessment day with summary of day's activities.</li></ul>
Assessment Day	<ul style="list-style-type: none"><li>School provides assessment space.</li><li>School Coordinator returns completed questionnaires to NAEP representative.</li><li>School Coordinator ensures that students attend the session to avoid the need for a makeup session.</li></ul>	<ul style="list-style-type: none"><li>Each selected student takes only ONE 90-minute assessment—either world geography, U. S. history, reading, or writing. Students can be assessed at the same time in like sessions of up to 30 students each or all together.</li></ul>	<ul style="list-style-type: none"><li>Professional NAEP assessors conduct 90-minute assessment.</li><li>Staff bring all assessment materials to the school.</li><li>Staff pick up completed questionnaires from School Coordinator.</li><li>Staff complete paperwork and return it to the NAEP office.</li><li>NAEP staff will do anything else possible to make the assessment EASY for the school.</li></ul>
BENEFITS Everyone Benefits!!	<ul style="list-style-type: none"><li>Schools receive great atlases used in world geography sessions!</li><li>Schools represent other schools nationwide in widely used NAEP data!</li><li> Schools using e-mail/electronic file receive quick answers to questions, receive reminders, have ease of providing electronic list, and have access to information about NAEP and assessment.</li><li>All districts and schools receive NAEP publications.</li><li>Schools, districts, states, and the nation can use NAEP results as a tool to improve world geography, U. S. history, reading, and writing instruction in our schools.</li></ul>	<ul style="list-style-type: none"><li>Students feel pride in representing other students like themselves across the country in NAEP, "The Nation's Report Card."</li><li>Students receive NAEP pencil.</li><li>Students can access NAEP website.</li></ul>	<ul style="list-style-type: none"><li>NAEP receives invaluable data to provide policymakers, educators, researchers, and the general public with useful information about what students know and can do in the assessed subjects.</li><li>Staff enjoy working with great students and school staff!</li></ul> <div></div>